



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

September 30, 2014

Joann Gallart  
115 Woodbine  
Mason City IA 50401

Dear Child Care Provider,

This letter is in regards to the 09/30/14 compliance check of your Level C, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.  
*Child sleeping on second level.*

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.  
*Make visible.*

☐ 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.  
*Son's computer – discussed plan to move.*

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.  
*Must post.*

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.  
*Add at three exits.*

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.  
*Must document.*

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.  
*Need for basement.*

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).  
*Need at second exit and van.*

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.  
*One dog and one cat – pet litter.*

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.  
*Son*

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every three years thereafter.  
*Need for Michael and Sydni*

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.  
*Due 4/2016*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.  
*Two*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.  
*Two*

☐ 110.10(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

☐ 110.10(3)c Childcare is not provided above the second floor.  
*Child sleeping upstairs. Discussed and agreed to other sleeping arrangements.*

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

**Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 641-421-1219 if you have any questions regarding this letter.

Sincerely,

Amanda Nash  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 641-424-9559.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).